

# Glaucoma UK

## Treasurer Recruitment Pack



# Welcome

## Thank you for your interest in the role of Honorary Treasurer with Glaucoma UK.

Glaucoma UK is the only UK charity solely dedicated to ending preventable glaucoma sight loss. We're a membership charity and are passionate about making sure that people living with glaucoma have a say in how and where their care and treatment is delivered.

We provide a host of support services to help people at all stages of their glaucoma journey, but we're also here for the professionals too – providing support and resources and helping them keep in touch with what matters most to people with glaucoma. You can read more about the breadth of our work and the impact it has on our website.

It's an exciting time to join the charity. We recently rebranded, launched a new website and took on the new operating name of Glaucoma UK. We are ambitious for our future, and are now actively developing our team and our services so we can meet the needs of the growing number of people living with glaucoma.

Our current Treasurer David Sanders aims to stand down soon, and we are seeking a new Treasurer to take his place. There is no formal closing date for this role, and we will respond to all expressions of interest as they are received.

If you feel you have the experience and passion we need to take Glaucoma UK forward then we very much look forward to hearing from you.



A handwritten signature in black ink that reads "Karen Osborn". Below the signature is a horizontal line.

**Karen Osborn**  
Chief Executive

# Vision and values

## Vision

Our vision is an end to preventable glaucoma sight loss

## Values

Our values guide how we conduct ourselves and what we prioritise. They are:

- Compassion
- Support
- Collaboration
- Expertise
- Integrity





### **Campaigning & Awareness**

Fewer  
people  
go blind



### **Advice & Support**

People with  
glaucoma live well  
and stay well



### **Research**

Better  
diagnosis,  
care and  
treatment

## Background and ambitions

Glaucoma UK is *the* charity for people with glaucoma. Our vision is to end preventable glaucoma sight loss. We want everyone with glaucoma to be able to live well with the disease. To make this a reality we do three things:



### **1. Raise awareness of glaucoma**

Over 700,000 people in the UK are living with glaucoma, and half of them don't know they have it. If glaucoma is detected early, most people can retain useful sight for life, but it can cause serious sight loss if undiagnosed and untreated.

Our awareness work aims to get these key messages across to the general public, so that people are able to look after their sight. But some people are particularly at risk of sight loss from glaucoma, and we're currently aiming to improve our reach within these communities: people of African and South Asian heritage, older people and those with a family history of glaucoma, people in socioeconomically disadvantaged areas, and those who may find it hard to engage with health services and health information.



## 2. Support people to live well with glaucoma

Glaucoma is a complicated disease, and the range of treatments available for it can be complex, confusing and frightening. To help people actively manage their condition and make positive treatment choices, we offer a wide range of free information and advice leaflets, a telephone helpline, digital support groups (and hopefully face to face soon), an online patient forum, and volunteer Buddies who provide peer to peer support.



## 3. Fund research

We fund research into the causes, diagnosis and treatment of glaucoma and typically allocate around £250,000 each year for research. We also support the Glaucoma UK Chair of Glaucoma and Allied Studies at University College London, Professor David ‘Ted’ Garway-Heath.

The incidence of glaucoma increases with age, and the majority of the people we support are aged 60+.

Our services are open to anyone, and thanks to the generosity of our supporters, they are free to all who need them.

As well as supporting people living with glaucoma, we work closely with healthcare professionals to improve care and increase understanding of patients’ needs. Our membership of c.5,000 includes many professionals as well as people living with the disease.

Further details of our structure, governance and finances are given in our annual accounts, available on our website. You can also find brief details of our Trustees and our Clinical Advisory Panel on the website.





## About the role



Glaucoma  
UK



## The role of Honorary Treasurer

The Treasurer is first and foremost a trustee of the charity and a director of the limited company. The role of all trustees is to ensure that Glaucoma UK fulfils its duty to its beneficiaries and delivers on its vision, mission and values.

### Trustee Role Description

#### The duties of a trustee are to:

- ensure that the organisation pursues its stated objectives (purposes), as defined in its governing document (Articles of Association), by developing and agreeing a long-term strategy
- ensure that the charity complies with its governing document, and with charity law, company law and other relevant legislation or regulations
- ensure that the charity applies its resources exclusively in pursuance of its charitable objectives for the benefit of the public
- ensure the charity defines its goals and evaluates performance against agreed targets
- ensure the effective and efficient administration of the charity, including having appropriate policies and procedures in place
- ensure the financial stability of the charity
- follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive (CEO)

In addition to these statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of trustees reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues and providing advice and guidance.

# Honorary Treasurer Role Description

The role of Honorary Treasurer is to maintain an overview of the organisation's financial affairs, ensure its financial viability and ensure that proper financial records are maintained and appropriate procedures are followed.

## Time commitment

Trustees normally meet at least five times a year. Currently all meetings are virtual but when face to face and hybrid meetings resume, most will be held in London, with occasional meetings at the Glaucoma UK office in Ashford, Kent. Ad hoc meetings and online discussions may also take place throughout the year, and time will be needed to read paperwork before and between meetings. The Treasurer is also expected to attend all Finance & Governance Committee meetings (usually four p.a.) plus additional meetings as needed (for example with the auditor, investment managers, key staff etc). A significant amount of time is also required for reading meeting papers, policy and other correspondence. The maximum length of service for new Glaucoma UK trustees is three terms of three years.

## Reimbursement

The role of trustee is not paid, but reasonable out of pocket expenses are reimbursed.

## Training

A full induction programme as well as a range of training courses is available. All trustees are expected to take advantage of appropriate training opportunities.

## The duties of the Honorary Treasurer are to:

- play a key role in the Finance & Governance committee in line with its terms of reference, and report back to the Board of Trustees
- maintain a good level of awareness of charity finance issues and the third sector operating environment across the UK
- advise on the financial implications of the charity's strategic plan; act as a sounding Board for the CEO and Head of Finance when needed
- monitor and advise on the financial viability of the charity and the level of reserves held

- monitor the charity's investment activity; ensure it is consistent with the charity's policies and legal responsibilities, and that there is no conflict between any investment held and the aims and objectives of the charity. Liaise with investment managers and review the charity's investment policy annually
- oversee the charity's financial risk management process; oversee the implementation and monitoring of specific financial controls and adherence to systems
- oversee and present budgets, internal management accounts and annual financial statements to the Board of Trustees
- lead in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
- liaise with the auditors on specific Board-level issues such as the Auditors' Management Letter and related Board representations.
- keep the Board informed about its financial duties and responsibilities
- make a formal presentation of the accounts at the annual general meeting and draw attention to important points in a coherent and easily understandable way

## Person specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- financial qualifications and significant experience of financial control and oversight at senior level
- some experience of charity finance, fundraising, investments and pension schemes
- the skills to analyse proposals and examine their financial consequences
- a willingness to be available to staff for advice and enquiries on an ad hoc basis
- excellent communications skills and the ability to convey complex information to a range of audiences; excellent interpersonal skills, objective and independent and able to challenge supportively

# To be considered for the role

To express an interest in the role and to be considered, please send us either a copy of your CV or a letter/email containing:

- Your contact details
- Your work and education history

Please also add a brief supporting statement covering what you can bring to the Board and why you're interested in the role.

## Equality and diversity

Please would you also complete and submit the equality monitoring form on our website. The information on the form will be treated as confidential, and used for statistical purposes only. It will not be treated as part of your application.

**Completed expressions of interest and equality forms should be sent to:**

- Email (preferred): [k.osborn@glaucoma.uk](mailto:k.osborn@glaucoma.uk)
- Post: FAO K Osborn, Glaucoma UK, Woodcote House, 15 Highpoint Business Village, Henwood, Ashford, Kent, TN24 8DH

## Recruitment Timetable

There is no formal closing date for this role; the trustees will consider expressions of interest as they are received, and schedule meetings to discuss the role with everyone who meets the criteria.

**We look forward to hearing from you!**



## **Glaucoma UK**

Woodcote House  
15 Highpoint Business Village  
Henwood  
Ashford  
Kent TN24 8DH

**glaucoma.uk**

Glaucoma UK is the operating name of The International Glaucoma Association.  
Charity registered in England and Wales No. 274681 and Scotland No. SC041550  
Company Registered in England & Wales no. 1293286